



HOUSING AUTHORITY OF NEW ORLEANS  
BOARD OF COMMISSIONERS  
ANNUAL MEETING

HELEN W. LANG MEMORIAL BOARDROOM, BUILDING B  
4100 TOURO STREET, NEW ORLEANS, LA 70122

DECEMBER 12, 2017 at 4:00 P.M.

BOARD OF COMMISSIONERS

PRESIDENT  
ALICE RIENER

VICE PRESIDENT  
ANDREANECIA M. MORRIS

COMMISSIONERS  
TONI HACKETT ANTRUM  
DONNA JOHNIGAN  
DEBRA JOSEPH  
VONDA RICE  
CANTRESE WILSON

COMMITTEE APPOINTMENTS

DEVELOPMENT,  
ASSET MANAGEMENT & OPERATIONS

CHAIR  
ANDREANECIA M. MORRIS

COMMISSIONERS  
DEBRA JOSEPH  
CANTRESE WILSON  
VONDA RICE (Alternate)

FINANCE & AUDIT

CHAIR  
TONI HACKETT ANTRUM

COMMISSIONERS  
ALICE RIENER  
DEBRA JOSEPH (Alternate)

AGENDA

- I. STATEMENT BY GENERAL COUNSEL
- II. CALL TO ORDER
- III. ROLL CALL
- IV. APPROVAL OF THE AGENDA
- V. APPROVAL OF THE MINUTES OF THE MEETING HELD ON OCTOBER 31, 2017
- VI. EXECUTIVE DIRECTOR'S REPORT
- VII. COMMITTEE REPORT(S)
- VIII. ITEMS FOR APPROVAL
  - AUTHORIZATIONS
  - Resolution #2017-23 - Revision of HANO's Employee Handbook
  - Resolution #2017-24 - CNI - Iberville Phase VII Financial Closing
  - Resolution #2017-25 - Sale of 3 Properties to New Orleans Redevelopment Authority (NORA)
- IX. ELECTION OF OFFICERS
- X. COMMENTS
  - Public Comment(s)
  - Board of Commissioners Comment(s)
- XI. ADJOURNMENT



**December 12, 2017**

**MEMORANDUM**

**To:** Board of Commissioners  
President Alice Riener, Vice President Andreanecia M. Morris,  
Commissioner Toni Hackett Antrum, Commissioner Donna Johnigan,  
Commissioner Debra Joseph, Commissioner Vonda Rice and  
Commissioner Cantrese Wilson

**Through** Gregg Fortner  
Executive Director

**From:** Kelly Walker  
Human Resources Director

**Re:** Revision to HANO's Existing Personnel Manual

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The Housing Authority of New Orleans (HANO) hereby submits for approval the revision to the existing Personnel Manual. The current Personnel Manual was adopted in August 2010. HANO's revised Personnel Manual, now titled as the Employee Handbook, includes up-to-date and robust policies and procedures that comply with federal and state laws regarding employment. The revision also reflects the current standards of the agency's operations.

The following policies have been included and/or updated in the revised Employee Handbook...

- Equal Employment Opportunity
- Americans with Disabilities Act (ADA) and Americans with Disabilities Amendments Act (ADAAA)
- Reasonable Accommodations
- Immigration Law Compliance
- Hiring Procedures
- Salary Progression
- Paid Time Off (PTO)
- Workplace Dress and Grooming
- Social Media Acceptable Use
- Bulletin Boards
- Solicitation
- Due Process
- Harassment and Complaint Procedure
- Commitment to Safety
- Reporting Work-Related Injuries/Illnesses
- Smoke Free Work Environment
- Workplace Violence
- Children in the Workplace

The revised Employee Handbook sets forth employment policies and procedures for employees that are intended to fairly, equitably, and most efficiently facilitate the needs of the agency. This handbook provides comprehensive guidelines related to appropriate handling of matters concerning policies and procedures for HANO.

The Human Resources Department has the responsibility of ensuring prompt and fair enforcement of this Employee Handbook. The revisions to the Employee Handbook will ensure the quality of the workforce and maintain consistency in providing comprehensive guidelines that set the standards for the employer/employee relationship.

**HOUSING AUTHORITY OF NEW ORLEANS  
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**RESOLUTION NO. 2017-23**

**WHEREAS**, the Housing Authority of New Orleans seeks to provide the agency staff with a revision to the current employee policies and procedures to continue to serve as a comprehensive guideline for employees throughout the term of their employment with the Authority; and

**WHEREAS**, the Personnel Manual of the Housing Authority of New Orleans was last revised in August, 2010; and

**WHEREAS**, the Housing Authority of New Orleans needs to update its existing policy to ensure compliance with legislation governing personnel issues, identify the agency's expectations of employee performance and conduct, and to incorporate up-to-date best practices; and

**WHEREAS**, the purpose of these policies is to reiterate the broad framework of policies and guidelines to ensure that HANO's human resources function continues to promote administrative flexibility and efficiency, delivers accuracy and consistency in making recommendations with respect to personnel management decisions, and provides employees with a revision to the established standards for conduct.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of New Orleans hereby adopts for immediate implementation, the Employee Handbook of the Housing Authority of New Orleans, dated December 2017.

**Executed this 12<sup>th</sup> day of December, 2017**

**APPROVAL:**

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**ALICE RIENER  
PRESIDENT, BOARD OF COMMISSIONERS**



**December 12, 2017**

**MEMORANDUM**

**To: Board of Commissioners  
President Alice Riener, Vice President Andreanecia M. Morris,  
Commissioner Toni Hackett Antrum, Commissioner Donna Johnigan,  
Commissioner Debra Joseph, Commissioner Vonda Rice and  
Commissioner Cantrese Wilson**

**Through Gregg Fortner  
Executive Director**

**From: Jennifer Adams  
Director, Development and Modernization**

**Re: CNI - Iberville Phase VII Financial Closing**

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The Housing Authority of New Orleans (HANO) procured the Iberville Revitalization Company LLC (IRC) to be the Master Developer for the Choice Neighborhoods Initiative (CNI) to redevelop the Iberville site. The overall Iberville redevelopment will include 821 public housing or project-based voucher replacement housing units on site and in the surrounding neighborhood. Iberville Onsite Phase VII consists of one block that will consist of new residential construction and one block that will consist of green space and the renovated Administration Building. The project will provide fifty-six (56) units, including thirty-one (31) replacement units. All of the replacement units will be public housing (ACC Units). Of the remaining 25 units, 19 are Low Income Housing Tax Credit units and 6 are market rate.

The Iberville Onsite Phase VII project was awarded an allocation of 4% Low Income Housing Tax Credits (LIHTCs). The financial closing is scheduled to occur in December 2017. This is the final developable parcel on the former Iberville site.

The total (Part A) permanent budget is \$19,172,161. The Developer, On Iberville Phase VII, LLC, has requested permanent financing from HANO in the amount of \$9,232,257. HANO has secured a ground lease rental payment in the amount of \$5,000 per year, subject to available cash flow and positioned prior to repayment of the second lien position LHC/CDBG loan. Repayments on the HANO loan are subject to cash flow availability in third lien position with a 1% interest rate.

The loan includes the following HANO sources and uses:

AMOUNT	SOURCE	USE
\$8,000,000	Capital Funds/ RHF	Construction
\$1,232,257	Seller's Note	Acquisition

The remaining sources of permanent financing are:

LIHTC Equity	\$5,548,381
Federal Historic Tax Credit Equity	\$272,468
State Historic Tax Credit Proceeds	\$249,055
Louisiana Housing Corp CDBG loan	\$2,670,000
First Mortgage	\$1,000,000
Deferred Developer Fee	\$200,000

## **CERTIFICATIONS**

### Finance

The Acting Director of Finance has certified that the funds are available to complete the project from Capital Funds.

It is requested that the Board of Commissioners authorize the Executive Director to perform the following actions necessary to complete the financial closing for the Iberville Phase VII mixed-finance redevelopment project:

1. Execute any and all documents on behalf of HANO necessary to complete the financial closing for Iberville Phase VII mixed-finance redevelopment project.
2. Execute any other documents necessary to provide operating subsidy for up to thirty-one (31) public housing units and to obtain any and all necessary U.S. Department of Housing and Urban Development (HUD) approvals related thereto.
3. Execute any and all documents to provide On Iberville Phase VII, LLC loan funds in the amount not to exceed \$9,232,257 towards the cost of construction, rehabilitation, and development of the Iberville Phase VII redevelopment project.

**HOUSING AUTHORITY OF NEW ORLEANS  
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DECEMBER 12, 2017**

**RESOLUTION NO. 2017-24**

**WHEREAS**, the Housing Authority of New Orleans (HANO), is a public housing agency as defined in the United States Housing Act 1937, and is responsible for planning, financing, constructing, maintaining and managing public housing developments in New Orleans, Louisiana; and

**WHEREAS**, HANO and the Iberville Revitalization Company, LLC (IRC), the Master Developer for the Choice Neighborhoods Initiative (CNI), have executed the Iberville/Treme Choice Neighborhoods Initiative Implementation Agreement (“Implementation Agreement”), which serves as the Master Development Agreement for all components of the CNI Transformation Plan, and which establishes the guiding principles, overarching business terms, and roles and responsibilities of IRC and HANO for the implementation of CNI; and

**WHEREAS**, the IRC seeks to redevelop Iberville Phase VII Onsite, which consists of two blocks, with its developer affiliate, On Iberville Phase VII, LLC, to provide fifty-six (56) units, including thirty-one (31) replacement units. All thirty-one (31) replacement units will be public housing (ACC Units). Of the twenty-five (25) remaining units, nineteen (19) are Low Income Housing Tax Credit units and six (6) are market rate; and

**WHEREAS**, the Iberville Onsite Phase VII project received an allocation of 4% Low Income Housing Tax Credits; and

**WHEREAS**, On Iberville Phase VII, LLC has requested that HANO provide permanent financing in an amount not to exceed \$9,232,257; and

**WHEREAS**, HANO and the U.S. Department of Housing and Urban Development (HUD) entered into Annual Contributions Contract No. FW-1190, dated December 2, 1996, as amended (the “ACC Contract”), pursuant to which HANO agreed to develop and operate certain low-rent housing, and HUD agreed to maintain the low rent character of such housing; and

**WHEREAS**, HANO, with the approval of HUD, desires to provide operating subsidy for up to thirty-one (31) public housing units.

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of New Orleans hereby authorizes the Executive Director to:

1. Execute any and all documents on behalf of HANO necessary to complete the financial closing for Iberville Phase VII mixed-finance redevelopment project.
2. Execute any other documents necessary to provide operating subsidy for up to thirty-one (31) public housing units and to obtain any and all necessary the U.S. Department of Housing and Urban Development (HUD) approvals related thereto.

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December 12, 2017  
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3. Execute any and all documents to provide On Iberville Phase VII, LLC loan funds in the amount not to exceed \$9,232,257 towards the cost of construction, rehabilitation, and development of the Iberville Phase VII redevelopment project.

**Executed this 12<sup>th</sup> day of December, 2017**

**APPROVAL:**

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**ALICE RIENER  
PRESIDENT, BOARD OF COMMISSIONERS**





**December 12, 2017**

**MEMORANDUM**

**To: Board of Commissioners  
President Alice Riener, Vice President Andreanecia M. Morris,  
Commissioner Toni Hackett Antrum, Commissioner Donna Johnigan,  
Commissioner Debra Joseph, Commissioner Vonda Rice and  
Commissioner Cantrese Wilson**

**Through Gregg Fortner  
Executive Director**

**From: Jennifer Adams  
Director, Development and Modernization**

**Re: Sale of 3 Properties to New Orleans Redevelopment Authority (NORA)**

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The New Orleans Redevelopment Authority (NORA) exists and operates generally for public purposes including the prevention and elimination of blighted areas, the development of vibrant neighborhoods and establishment of economically and socially sound communities through a broad-range of redevelopment activities.

NORA issued a letter request to acquire three properties in the Central City area with municipal addresses 1205, 1209, and 1213 South Saratoga Street. NORA has been investing in Central City for many years, including the development of their office building which served as a catalyst for additional investment on the Oretha Castle Haley Corridor. Most recently, NORA self-developed five energy efficient two-story homes in the 1300 block of South Saratoga Street directly behind their office building. The homes were marketed and sold to low-to-moderate income families. NORA has plans to self-develop more properties on South Saratoga Street and the acquisition of these lots, adjacent to two NORA-owned lots, would increase the impact of the investment on the community.

An appraisal has been commissioned for the properties but has not yet been received. NORA will acquire these lots for full appraised value.

ADDRESS	DIMENSIONS	SQ. FT. AREA
1205 S. Saratoga	29 x 112	3,248
1209 S Saratoga	29 x 112	3,248
1213 S Saratoga (a.k.a 1213-15)	29 x 112	3,248

Therefore, it is requested that the Board of Commissioners of the Housing Authority of New Orleans authorize the Executive Director to execute any and all documents necessary to effectuate the sale and transfer of 1205, 2019, and 1213 South Saratoga Street located in Central City to the New Orleans Redevelopment Authority for the appraised value.

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**RESOLUTION NO. 2017-25**

**WHEREAS**, the Housing Authority of New Orleans (“HANO”) is the owner of certain vacant property located in the State of Louisiana, Parish of Orleans, which land is known as 1205, 2019 and 1213 South Saratoga Street in Central City (“Properties”); and

**WHEREAS**, the New Orleans Redevelopment Authority (“NORA”) self-developed five energy efficient two-story homes in the 1300 block of South Saratoga Street and has plans to self-develop more properties on South Saratoga Street; and

**WHEREAS**, NORA issued a letter request to acquire the Properties; and

**WHEREAS**, HANO has determined that the Properties, along with two adjacent NORA-owned lots, would increase the impact of the investment on the community and better serve the community by being disposed of “as is” to the New Orleans Redevelopment Authority (“NORA”) for redevelopment into affordable homeownership opportunities; and

**WHEREAS**, an appraisal has been ordered and is expected to be received in December 2017 to establish the value of the property “as is”; and

**WHEREAS**, NORA will purchase the properties for the appraised value; and

**WHEREAS**, the non-federal funds were used to acquire the land so that authorization is not required from the HUD Special Applications Center (“SAC”); and

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of New Orleans hereby authorizes the Executive Director to execute any and all documents necessary to effectuate the sale and transfer of 1205, 2019, and 1213 South Saratoga Street properties located in Central City to the New Orleans Redevelopment Authority for the appraised value.

**Executed this 12<sup>th</sup> day of December, 2017**

**APPROVAL:**

---

**ALICE RIENER  
PRESIDENT, BOARD OF COMMISSIONERS**



**December 12, 2017**

**MEMORANDUM**

**To: Board of Commissioners  
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**Through Gregg Fortner  
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**From: Jennifer Adams  
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NORA issued a letter request to acquire three properties in the Central City area with municipal addresses 1205, 1209, and 1213 South Saratoga Street. NORA has been investing in Central City for many years, including the development of their office building which served as a catalyst for additional investment on the Oretha Castle Haley Corridor. Most recently, NORA self-developed five energy efficient two-story homes in the 1300 block of South Saratoga Street directly behind their office building. The homes were marketed and sold to low-to-moderate income families. NORA has plans to self-develop more properties on South Saratoga Street and the acquisition of these lots, adjacent to two NORA-owned lots, would increase the impact of the investment on the community.

Appraisals dated December 5, 2017 established the value of the combined properties at \$51,500. NORA will acquire these lots for full appraised value.

ADDRESS	DIMENSIONS	SQ. FT. AREA	APPRAISED VALUE
1205 S. Saratoga	29 x 112	3,248	\$15,000
1209 S Saratoga	29 x 112	3,248	\$17,000
1213 S Saratoga (a.k.a 1213-15)	29 x 112	3,248	\$19,500

Therefore, it is requested that the Board of Commissioners of the Housing Authority of New Orleans authorize the Executive Director to execute any and all documents necessary to effectuate the sale and transfer of 1205, 2019, and 1213 South Saratoga Street located in Central City to the New Orleans Redevelopment Authority for Fifty-one Thousand Five Hundred Dollars (\$51,500).

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**RESOLUTION NO. 2017-25**

**WHEREAS**, the Housing Authority of New Orleans (“HANO”) is the owner of certain vacant property located in the State of Louisiana, Parish of Orleans, which land is known as 1205, 2019 and 1213 South Saratoga Street in Central City (“Properties”); and

**WHEREAS**, the New Orleans Redevelopment Authority (“NORA”) self-developed five energy efficient two-story homes in the 1300 block of South Saratoga Street and has plans to self-develop more properties on South Saratoga Street; and

**WHEREAS**, NORA issued a letter request to acquire the Properties; and

**WHEREAS**, HANO has determined that the Properties, along with two adjacent NORA-owned lots, would increase the impact of the investment on the community and better serve the community by being disposed of “as is” to the New Orleans Redevelopment Authority (“NORA”) for redevelopment into affordable homeownership opportunities; and

**WHEREAS**, appraisals dated December 5, 2017 established the value of the Properties “as is” at Fifty-one Thousand Five Hundred Dollars (\$51,500); and

**WHEREAS**, NORA will purchase the properties for the appraised value; and

**WHEREAS**, non-federal funds were used to acquire the land so that authorization is not required from the HUD Special Applications Center (“SAC”); and

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of New Orleans hereby authorizes the Executive Director to execute any and all documents necessary to effectuate the sale and transfer of 1205, 2019, and 1213 South Saratoga Street properties located in Central City to the New Orleans Redevelopment Authority for Fifty-one Thousand Five Hundred Dollars (\$51,500).

**Executed this 12<sup>th</sup> day of December, 2017**

**APPROVAL:**

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**ALICE RIENER  
PRESIDENT, BOARD OF COMMISSIONERS**